

**HUNGRY HORSE COUNTY WATER AND SEWER DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**

Thursday, April 15, 2021

Location: Water District Office, 528 Colorado Blvd., Hungry Horse, Montana

A. Call to Order: 6:01 pm by President Wagner

B. Those present: President Doug Wagner, Vice President Vivian Allen, Director Brent Schmidt, and Chief Financial Officer Jamie Foster. Director Richard Hardesty arrived 6:11 p.m.
Staff - General Manager/Operator (GMO) Ben Shafer and Bookkeeper Judy Rosenbaum. Secretary Rita Venable attended via cell phone audio.

C. Public Comment: None.

Note: Digital audio recorder was not turned on to record at the start of the meeting. Audio recording begins during the Minutes discussion.

D. Minutes: (02:59) Chief Financial Officer Foster moved to adopt the Minutes as corrected. All in favor. All ayes. Unanimous. Motion carried.

Resolved to adopt the Minutes as corrected. (Note: March 18, 2021 Minutes)

(09:54) Vice President Allen moved that we accept the November 2020 minutes as corrected. All in favor. All ayes. Unanimous. Motion carried.

Resolved to accept the November 2020 minutes as corrected.

E. Reports: (10:19) **Reports from monthly meetings are available from the District's office upon request.**

1. Bookkeeper's Report – Judy Rosenbaum read from the reports and answered questions.

a. Financial Statements and Director's Report. (18:47) At the end of the year, the Bookkeeper will correct the 'Payroll Taxes' listed under 'Other Expenses' on the P&L Statement in the amount of \$4,255.95. The taxes had been paid, but she has not expensed them yet. After the correction, she will send a corrected statement to the State. (20:00) She cannot find the past Bookkeeper's lists of delinquent customer accounts that were sent to the County for years 2015 – 2016, but she will continue to work on reconciling the Balance Sheet account with County reports.

b. Bills. At the President's request, the Bookkeeper will provide a *Check Detail Report* of all paid bills and email the report to the Board and the Secretary after the meeting.

(27:03) VP Allen moved to pay the unpaid bills. All in favor. All ayes. Unanimous. Motion carried.

Resolved to pay the unpaid bills.

There was discussion regarding leak forgiveness policies past and present.

c. Correspondence (28:20) Leak forgiveness request for account #304.

(34:14) President Wagner moved to forgive \$12.24. All in favor. All ayes. Unanimous. Motion carried.

Resolved to forgive \$12.24. (Note: account #304 Leak forgiveness)

d. Website Update. GMO has uploaded the meeting agenda and minutes.

2. Manager's Report: (39:03) – GMO Ben Shafer

a. Telemetry Update. GMO Shafer read from his written report. He passed around "Time Trend Graphs" to members, explained the graphs and answered questions. One graph shows the time trends at various pump houses and the other graph shows the frequency at which the motor was running. He will scan the graphs and email to the Secretary to file with his Pre-meeting packet.

b. Monthly Report. GMO read from his written report.

GMO has found some additional telemetry features which it would be nice to have and is checking to see if these would fit in the current bid.

Regarding the HDR offer to assist the District with a planning grant, the Bookkeeper clarified this is usually a \$30,000 matching fund grant: \$15,000 in grant and \$15,000 from the District.

(01:02:23) GMO requested to change next month's Board of Directors' meeting date to oblige him to attend Martin City Water District's meeting as learning experience for him.

(01:06:48) VP Allen moved that providing the next Martin City Water District meeting is on the 20th of May, we move our monthly meeting from the 20th to the 19th at six p.m. All in favor. All ayes. Unanimous. Motion carried.

Resolved that providing the next Martin City Water District meeting is on the 20th of May, we move our monthly meeting from the 20th to the 19th at six p.m.

(01:08:23) VP Allen requested GMO's information on Sprinkling Rates. GMO will create a report and submit with his May Pre-meeting packet.

(01:09:10) VP Allen advised that the Backup Operator is required, by the State of Montana Commissioner of Political Practices, to file a Multiple Public Employment Disclosure Statement, Form E-1, and that filing deadline for the E-1 is annually each December 15 of the current year.

(01:10:38) VP Allen inquired if the system, with the new Telemetry, could be manually operated in order to continue to supply water in the case of an EMP event. Depending on the extent of the EMP event, the GMO explained he has the ability to manually turn on the drive, as has been done before, without use of the Programmable Logic Controller. VP Allen inquired if there is another option to run the system if the frequency drive were knocked out. GMO will ask Elliot Electric what the implications of an EMP event are and how well the system is guarded and report back to the Board. GMO stated the network is not needed to fill the towers and the District generator would not be affected by an EMP.

F. Unfinished Business: (01:14:32)

1. Sand Creek Water Rights Update: (01:16:27) Once the Stipulation and Agreement has been approved by the Montana Water Court, the Department of Justice will legally withdraw its objection challenging HHCWSD's Sand Creek water right. VP Allen moved that we accept that the President has signed the Stipulation and Agreement with the United States Department of Justice, regarding our Sand Creek Water Right, retroactively on behalf of the full Board. All in favor. All ayes. Unanimous. Motion carried.

Resolved that we accept that the President has signed the Stipulation and Agreement with the United States Department of Justice, regarding our Sand Creek Water Right, retroactively on behalf of the full Board.

2. Records Organization/Digitization/Legal Document Search– Titles and Deed: (01:17:58) Director Schmidt and the Bookkeeper have begun organizing the District's records by year. The Bookkeeper suggested the District should have a locking file cabinet with four drawers. President Wagner suggested a fire resistant or fire proof file cabinet. Director Hardesty suggested that someone could contact his wife and request a records retention schedule.

3. Online Water school Registration, Schedule and Costs Update: (01:23:14) VP Allen reported she had asked Julie Allen of the Montana Rural Water Systems which materials Julie recommended (as most necessary from the list provided by the Montana DEQ to study for the water certification test). Julie recommended the District to have Grades One and Two books of the American Water Works Association's Water Systems Operations series in its library to be used for study for the water certification exam and used for general water district operations and management information. GMO informed members the District has study materials in the library (office) he felt were sufficient to pass the water certification exam. President Wagner suggested to look at what the District currently has and then continue the discussion if need be.

(01:27:37) Per the GMO, the exam in Great Falls costs \$150.00 for the rural water part, \$70.00 dollars per class for the MT DEQ exam, plus a \$70.00 dollar application fee for a total of \$210.00. GMO had the Backup Operator pay the costs out of Backup Operator's own pocket and the District is to reimburse him for half of the total costs and Coram will reimburse him for the other half.

4. Rules and Policies Standing Committee/Bylaws Discussion: (01:28:13) Director Schmidt said the Committee will have a draft out to everybody to review at the May meeting. The Board will review and make corrections and revisions to the Bylaws' draft in May and then will submit the corrected Bylaws to Attorney Hammer in June for legal review and approval.

5. Employee Job Descriptions: (01:34:06) The Bookkeeper does not have her employee job description yet, but will provide it to the Board, the Rules & Policy Standing Committee and the Secretary by the end of the month.

GMO passed around a draft of his job description. GMO is to submit his draft to the Rules and Policies Standing Committee and also email to the Secretary to include with the GMO's Pre-meeting packet for tonight's meeting.

6. Newsletter Deadline Reminder: (1:36:43) The Newsletter is to be out by the end of May. Distribution options, costs and frequency of the newsletter were discussed.

G. New Business: (01:49:06) The Bookkeeper suggested, if the Board decides to incorporate 2000 to 3000 gallons into the base rate or determines a Sprinkling Rate, to make the decision by the end of this fiscal year or at the beginning of the next fiscal year. Per the Bookkeeper, the district's income would decrease by about \$1,100.00 per month/\$14,000.00 per year, by adding gallons to the base rate. Discussion will continue to next month.

H. Adjournment: (01:54:49) 7:58 pm - President Wagner moved to adjourn until May 19th or May 20th at 6:00 p.m. All in favor. All ayes. Unanimous. Motion carried.

Resolved to adjourn until May 19th or May 20th at 6:00 p.m.

Approved by:

DocuSigned by:
President: Douglas T. Wagner
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Date: 5/21/2021

Respectfully Submitted by:

DocuSigned by:
Secretary: Rita Venable, on behalf of the Hungry Horse County Water District
BD459260D2E34BC... Date: 5/21/2021